



BLAIR COUNTY SALARY BOARD

c/o Blair County Controller, 423 Allegheny St., Ste 141 Hollidaysburg, PA 16648

Blair County Salary Board Meeting of September 27, 2018 10:15 AM Blair County Courthouse, Conference Room 2B

Board Members in Attendance:

Commissioner Beam, Commissioner Erb,
Commissioner Tomassetti, Controller Stickel

Board Members not in Attendance:

Quorum: Present

Non-Board Members in Attendance:

MaryAnn Bennis⁴, Jim Carothers, Judge
Doyle¹, Robin Gindlesperger, Nicole
Hemming, Harry Lorenzi, James Ott⁵, Robin
Patton², Helen Schmitt, Joseph Scoran, Sarah
Seymour³, Katherine Swigart, Peter Weeks³

Media in Attendance: Kay Stephens, Altoona
Mirror

Call to Order: Commissioner Erb called the meeting to order at 10:15 a.m.

Call for Public Comment: Commissioner Erb called for public comment on Salary Board items. There was no comment at this time.

Approval of Minutes: A motion was made by Commissioner Beam and seconded by Controller Stickel that the minutes from the August 23, 2018 Salary Board Meeting be approved. The motion was unanimously carried.

A motion was made by Commissioner Beam and seconded by Commissioner Erb that the minutes from the September 13, 2018 Salary Board Meeting be approved. The motion was unanimously carried.

Adoption of Policy: A motion was made by Controller Stickel and seconded by Commissioner Beam that all changes to employee status will be effective on the first work day of the week. Changes are encouraged to be effective on the first work day of the pay period. These changes include, but are not limited to:

Position	Full time status
Department	Part time status
Wage rate	Exempt
Salary rate	Non-Exempt

¹ The President Judge is a voting member for department items listed under Court Administration

³The District Attorney is a voting member for department items listed that fall under that department

⁴The Register and Recorder is a voting member for department items listed that fall under that department

⁵The Sheriff is a voting member for department items listed that fall under that department

² The Prothonotary is a voting member for items listed that fall under that department

The motion was unanimously carried.

Positions:

1. Juvenile Probation

Chief Juvenile Probation Officer: A motion was made by Judge Doyle and seconded by Commissioner Beam that the new starting salary for Chief Juvenile Probation Officer Jon Frank be set at \$62,250.00. It is noted that retroactivity is preserved with an effective date of August 1, 2018. With regard to the new policy discussed earlier, the effective date will be Monday, August 6, 2018. The \$62,250.00 salary includes longevity. The regular salary not including longevity is bi-weekly \$2,370.23 and annually \$61,625.99. The motion was unanimously carried.

2. Adult Parole and Probation

- Parole and Probation Officer: A motion was made by Judge Doyle and seconded by Commissioner Beam to re-create a Parole and Probation Officer position, UMWA-Court, Non-Exempt, at the starting rate of \$12.20 per hour. This is a 37.50 hour per week position, with an estimated bi-weekly pay of \$915.00 and an expected annual pay of \$23,790.00. This position is vacant due to the resignation of Lynette Matley effective 9-21-18. Discussion followed regarding funding for this DUI Court probation officer position. It was confirmed that it is from the general fund. The motion was unanimously carried.

3. Domestic Relations Section

- Office Manager: A motion was made by Judge Doyle and seconded by Commissioner Beam to change the title of incumbent Missy Howard from Secretary II to Office Manager with revised job description. No wage change at this time due to contract bargaining with UMWA and AFSCME. UMWA-Court, Non-Exempt, Full Time Hourly at 35 hours per week. Judge Doyle requested that retroactivity to July 9, 2018 be considered since Missy has been performing the additional duties since then. HR Director Swigart explained that UMWA would have to approve the retroactivity. Domestic Relations Director Joseph Scoran stated that he would request retroactivity in January 2019 when he requests a higher wage for this position. At this time, the effective date will be of Monday, October 1, 2018. The motion was unanimously carried.

4. District Attorney's Office

- Administrative Clerk: A motion was made by First Assistant District Attorney Peter Weeks and seconded by Commissioner Beam to change part-time Administrative Clerk, Sadie Nowoczynski, to full-time status. Wage is union-approved start for full-time role. UMWA-Court, Non-Exempt at the starting rate of \$8.82 per hour. This is a 35 hour per week position, with an estimated bi-weekly pay of \$617.40 and an expected annual pay of \$16,052.40. Effective 10-01-18. The motion was unanimously carried.
- Assistant District Attorney: A motion was made by First Assistant District Attorney Peter Weeks and seconded by Commissioner Beam to re-create an Assistant District Attorney position as Non-Union, Excluded, at a starting bi-weekly salary of \$1,346.16 and an annual salary of \$35,000.16. This position is vacant due to the resignation of Nathan Michaux effective 07-20-

18. Attorney Weeks explained that a conditional offer has been extended pending the candidate passing the bar exam. The start date will be Monday, November 5, 2018 which is subsequent to the date that the results of the bar exam will be available. Mr. Weeks noted that items 2 and 3 under "Requirements" in the job description should be deleted, as they are incorrect for this position. The motion carried with a vote of three to one, with Commissioner Erb, Commissioner Beam and Controller Stickel voting yes, and Commissioner Tomassetti voting no. *Note: The position is described on the agenda as Exempt, but should be described as Excluded. The description is correct on the Job Description and on the Salary Board Request.*

5. Elections/Voter Registration

- Voter Registration Clerk: A motion was made by Commissioner Beam and seconded by Controller Stickel to create a full-time temporary Voter Registration Clerk position, Non-Union, Non-Exempt, from October 1, 2018 through November 16, 2018, at a rate of \$9.18 per hour. This temporary position is needed to help process voter registration applications and absentee ballots for the upcoming General Election on November 6, 2018, due to the extended vacancy of the full-time permanent Voter Registration Assistant position. This temporary position was not budgeted in the Election 2018 budget; however, there are funds in the Elections budget to cover the expense. The motion unanimously carried.

6. Prothonotary

- Clerk Typist I: A motion was made by Prothonotary Robin Patton and seconded by Commissioner Beam to re-create a Clerk Typist I position, UMWA-Court, Non-Exempt, at the starting rate of \$9.18 per hour. This is a 29 hour per week position up to 1500 hours per year. This position is vacant due to Pam Kauffman's return to Costs and Fines effective 09-24-18. The motion unanimously carried.

7. Sheriff

- Lieutenant: A motion was made by Sheriff James Ott and seconded by Commissioner Beam to re-create a Lieutenant position, Non-Union, Excluded, 35 hours per week, at the starting bi-weekly salary of \$1,462.31 and an annual salary of \$38,020.06. This position is vacant due to the resignation of Mark Chavira effective 09-21-18. The motion unanimously carried. *Note: The position is described on the agenda as Exempt, but should be described as Excluded. The description is correct on the Job Description and on the Salary Board Request.*
- Sergeant: A motion was made by Sheriff James Ott and seconded by Commissioner Beam to re-create a Sergeant position, UMWA-Court, Non-Exempt. The hourly rate is a \$0.50 an hour increase of the current rate of the employee at the time of promotion. This is a 40 hour per week position. Anticipated opening is due to an internal promotion to the 09-21-18-vacated lieutenant position, which will result in the vacant sergeant position. The motion unanimously carried.

8. Treasurer

Meeting of September 27, 2018 continued. . .

- Deputy Treasurer: A motion was made by Treasurer Jim Carothers and seconded by Commissioner Erb to re-create the position of Deputy Treasurer, Non-Union, Excluded, at the starting bi-weekly salary of \$1,346.16 and an annual salary of \$35,000.16. This position is vacant due to the resignation of Rob Haberstroh effective 08-06-18. The available budget (\$12,967.30) for Salary of Staff (01109-41020) is sufficient to cover this amount for the remainder of calendar year 2018 because the position has been vacant for nearly two months. Commissioner Erb and HR Director Swigart explained that there had been no starting salary or job description available, so HR had done a salary analysis to provide the salary figure. Following the discussion, the motion carried with a vote of three to one, with Commissioner Erb, Commissioner Beam and Controller Stickel voting yes, and Commissioner Tomassetti voting no. *Note: The position is described on the agenda as Exempt, but should be described as Excluded. The description is correct on the Job Description and on the Salary Board Request.*

9. Register & Recorder

- Second Deputy Register of Wills: A motion was made by Register and Recorder Mary Ann Bennis and seconded by Commissioner Erb to increase Second Deputy Register of Wills Paulette McCabe's wage of \$10.28 per hour to \$14.16 per hour while she is performing the duties of the First Deputy Register of Wills' while Barb Fagan is out on medical leave since 07-06-2018. Paulette's bi-weekly pay would increase from \$719.60 to \$991.20. Paulette is due \$1,337.00 from pay periods 8/2, 8/16, 8/30, 9/13, and 9/27. Commissioner Erb asked if Ms. McCabe's wages would then return to her previous wage. Katherine explained that this practice is required by the union contract when someone is performing out of class work. The effective date of the increase will be Monday, July 9, 2018. The motion unanimously carried.

Adjournment: There being no further business to discuss, the meeting was adjourned at 10:55 a.m.

THE NEXT MEETING WILL BE HELD THURSDAY, OCTOBER 11, 2018, AT 10:15 AM IN ROOM 2B AT THE BLAIR COUNTY COURTHOUSE

Respectfully Submitted,



Secretary